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150.100: Purpose

The purpose of 106 CMR 150.100 et seq. is to establish standardized policy and procedures for the Executive Office of Health and Human Services (EOHHS), its agencies and their state funded or operated programs regarding the review of criminal records of candidates under consideration for employment or regular volunteer or training service in positions at these programs. The Criminal History Systems Board (CHSB) has authorized Executive Office of Health and Human Services (EOHHS) agencies and their vendor agencies to receive criminal record information regarding present or prospective employees in any EOHHS funded or operated program funded or operated by such agencies.

150.110: Policy

In order to ensure that employees or other persons regularly providing services or support to any program or facility of the Department of Transitional Assistance or in vendor agency programs funded by DTA are appropriate for serving in their positions with potential unsupervised contact, a Criminal Offender Record Information (CORI) check shall be performed on all candidates. It is the policy of DTA that convictions of certain crimes may pose an unacceptable risk to the vulnerable populations served by the DTA and its vendor agencies.

These regulations set forth minimum standards.

150.120: Scope

These regulations apply to applicants for positions which entail potential unsupervised contact in DTA funded or operated programs that provide people with DTA services, including volunteers and trainees. At the discretion of the hiring authority, the scope of these regulations may be expanded to include volunteers, interns, students or other persons regularly offering support to any program or facility in either a paid or unpaid capacity whose services do not entail the potential for unsupervised client contact, upon appropriate certification by the CHSB.

150.130: Reserved

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150.140: Definitions

(A) Applicant

Any person seeking employment or a position as a regular volunteer or trainee to provide services for or on behalf of DTA or its vendor agency programs, where such employment or position involves potential unsupervised contact with program clients. Employment includes but is not limited to placement in: state positions; federal positions; positions funded by grants, bonds or other capital outlay; and, vendor agency positions.

(B) Candidate

Any person receiving a conditional offer for employment or a position as a regular volunteer or trainee, subject to consideration of any criminal record, to provide services for or on behalf of DTA or its vendor agency programs, where such employment or position involves potential unsupervised contact with program clients. Employment includes but is not limited to placement in: state positions; federal positions; positions funded by grants, bonds or other capital outlay; and vendor agency positions.

(C) Community Service Worker

Any individual who, as a condition of probation, is applying for a position.

(D) Criminal History Systems Board (CHSB) EOHHS CORI Unit

The EOHHS-sponsored unit within the Criminal History Systems Board which processes requests for CORI information and offers technical assistance with any question arising from the results of a search.

(E) Criminal Justice Official

Either the candidate's probation officer, parole officer or correctional facility superintendent (or designee), depending upon whomever had the most recent responsibility for supervision of the candidate. In cases where the candidate was last supervised in a correctional facility, the candidate may advise the hiring authority of any employee of the correctional facility who may have specific information about the candidate that would assist the superintendent in his/her assessment process.

(F) Criminal Offender Record Information (CORI)

Information regulated by the Criminal History Systems Board and maintained by the Board of Probation regarding the criminal information of persons within the Massachusetts Court system.

(G) CORI Cleared Employee

Any candidate hired as an employee after successfully satisfying the requirements of these regulations.

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(H) CORI Coordinator

The person designated by the hiring authority to send requests and receive responses from the CHSB EOHHS CORI Unit.

(I) CORI Investigation

The process of requesting and receiving CORI related to candidates for positions with a DTA or a vendor agency program.

(J) <u>Discretionary Disqualification</u>

A candidate shall be ineligible for a position that entails potential unsupervised contact with persons receiving services at a DTA funded or operated program if he or she has been convicted of or has pending any charge for any crime in Table B or Table C, unless the hiring authority has complied with the provision of Section 106 CMR 150.210.

(K) <u>DTA Funded or Operated Program</u>

Any program operated by DTA or contracted and funded by DTA with a vendor agency that provides services for or on behalf of DTA clients.

(L) Hiring Authority

The person legally authorized or designated to make hiring decisions within the affected agency, department, office, program, or facility.

(M) <u>Lifetime Presumptive Disqualification</u>

A category of offenses, compiled as Table A, for which conviction of any such offense results in a presumption of a lifetime disqualification for employment or other service which entails potential unsupervised contact with persons receiving services in any DTA funded or operated program, due to presumed unacceptable risk posed by the nature of the crime to persons receiving services. A lifetime presumptive disqualification shall become a discretionary disqualification if (1) the candidate's criminal justice official concludes in writing that the candidate, within the position sought, does not pose an unacceptable risk of harm to the person served by the program, or (2) if the criminal justice official has been determined by the hiring authority to be unavailable or has indicated to the hiring authority that he or she has insufficient information to render an assessment, then the hiring authority shall, at the candidate's request, seek an assessment of the candidate's risk of harm from a qualified mental health professional and the qualified mental health professional concludes in writing that the candidate, within the position sought, does not pose an unacceptable risk of harm to the persons served by the program.

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(N) No Record

The conclusion from a CORI search that convictions or pending charges relating to the candidate have not been found. A finding of "no record" does not necessarily mean, however, that criminal information is not present in the CORI database.

(O) Pending

A criminal offense shall be considered pending if the CORI report indicates that the offense remains open and without final resolution, including that the case has been continued without a finding.

(P) Position

Employment, service by a regular volunteer or trainee.

(Q) Potential Unsupervised Contact

Potential for contact with a person who is receiving or applying for DTA services when no other CORI cleared employee is present. A person having only the potential for incidental unsupervised contact with clients in commonly used areas such as elevators, hallways and waiting rooms, shall not be considered to have the potential for unsupervised contact for purposes of the regulations. These excluded areas do not include bathrooms and other isolated areas (not commonly utilized or separated by sight and sound from other staff).

(R) Qualified Mental Health Professional

A psychiatrist licensed to practice medicine under M.G.L. c. 112 § 2, a psychologist licensed under M.G.L. c. 112 § 118-121, or a licensed independent clinical social worker licensed under M.G.L. c. 112 § 130-132; provided that the psychiatrist, psychologist, or licensed independent clinical social worker (LICSW) has at least 1,000 hours of experience over a minimum of two years involving assessment, treatment, and consultation concerning individuals with behavior that presents a risk of harm to others in the community, in the workplace, in treatment settings, or in correctional facilities; provided further that the psychiatrist, psychologist, or licensed independent clinical social worker (LICSW) has not provided treatment to the candidate.

(S) <u>Trainee</u>

Any person enrolled in an academic program or participating in a pre or post-doctoral training program that is affiliated with an accredited educational institution or hospital, who receives a placement within DTA or a vendor agency program.

(T) Vendor Agency Program

The provision of client services by any individual, corporation, partnership, organization, trust, association or other entity through funding by or contract with the Department of Transitional Assistance.

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(U) Volunteer

Any person who works in an unpaid capacity on a regular basis for DTA or a vendor agency program. For the purposes of this provision, a current client of a facility or program who provides unpaid services at that facility or program shall not be considered a volunteer at that facility or program.

(V) Work Release Program

A program of unpaid work performed by any individual who is under the custody of the state or county correctional system.

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150.150: Applicant Disclosure of Criminal Record Information

All applicants for a position in DTA or a vendor agency program shall complete an application form that contains a section requiring the applicant to disclose whether or not he/she has a criminal record and what crimes, if any, he or she has been convicted of, consistent with M.G.L. c. 151B § 4(9). The application shall not require an applicant to disclose: (1) an arrest, detention, or disposition regarding any violation of law in which no conviction resulted, or (2) a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace, or (3) any conviction of a misdemeanor where the date of such conviction or the completion of any period of incarceration resulting therefrom, whichever date is later, occurred five or more years prior to the date of such application for employment or such request for information, unless such person has been convicted of any offense within five years immediately preceding the date of such application for employment or such request for information. No application for employment shall be considered complete unless the applicant completes this section.

150.160: Community Service and Work Release Workers

DTA or a vendor agency that participates in either a criminal justice related community service program or a work release program shall require all individuals who participate to disclose his/her criminal record in conformance with 106 CMR 150.150 on a form signed by the candidates criminal justice official. In addition, as a condition of participation, the candidate's criminal justice official must conclude in writing that the individual will not pose an unacceptable risk of harm to DTA clients, or the community service program or work release program will take responsibility for providing supervision for the individual at all times.

150.170: Hiring Authority Responsibilities

- (A) The hiring authority shall ensure that each applicant provides consent to a CORI investigation as part of his/her application, and to the periodic conduct of further CORI investigations during the course of employment with DTA or the vendor agency program. The hiring authority shall also inform the applicant that his or her CORI may be utilized by the criminal justice official or qualified mental health professional conducting themselves in conformance with 106 CMR 150.160; 150.200; 150.210 and DTA personnel responsible for carrying out the provisions of 106 CMR 150.210, 150.230 and 150.240. Such consent and notification shall be included in the hiring authority's employment application form.
- (B) The hiring authority shall require, as a condition of an offer of a position, the completion of the CORI investigation. The hiring authority shall confirm an offer of a position only after the hiring authority receives written confirmation that the criminal record investigation has resulted in a finding of "no record" or until the hiring authority has complied with the requirements of 106 CMR 150.180, 150.190, 150.200, and 150.210.
- (C) The hiring authority shall not permit any candidate to commence employment or volunteer service until after the candidate is cleared as a result of the CORI investigation, in accordance with these regulations.

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150.180: CORI Investigations

- (A) All applicant s shall complete a CORI Supplement form.
- (B) After the hiring authority makes a conditional offer of a position to an individual, subject to consideration of any criminal record, the completed CORI Supplement (authorization) form or electronic equivalent shall be sent to the CHSB EOHHS CORI Unit, in accordance with the policies of the CHSB.
- (C) All CORI investigations that result in a finding of "no record" shall be transmitted back to the hiring authority and shall be sufficient evidence of suitability for hire for 60 business days. A "no record" finding may be valid for consideration for other positions during such 60 days.
- (D) All CORI investigations that show findings of criminal records shall be sent immediately to the hiring authority for review and action consistent with these regulations.

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150.190: Findings from CORI Investigations

(A) If the CORI investigation reveals a finding of "no record," such finding shall be documented in the candidate's file.

(B) If the CORI investigation reveals:

- (1) a "lifetime presumptive disqualification" on the candidate's record, as specified in 106 CMR 150.200, the candidate shall be informed by the hiring authority that he or she is ineligible for any position in a DTA funded or operated program where there is potential unsupervised contact with persons applying for or receiving services, unless the provisions of 106 CMR 150.200 and 150.210 are complied with.
- (2) a crime that is a "discretionary disqualification" on the candidate's record, the candidate shall be informed by the hiring authority that he or she is ineligible for any position in an DTA funded or operated program where there is potential unsupervised contact with persons applying for or receiving services, unless the provisions of 106 CMR 150.210 are complied with.
- (C) If the CORI investigation reveals that the candidate has an outstanding warrant for any offense, the candidate shall be informed by the hiring authority that he or she is ineligible for any position in a DTA funded or operated program where there is potential unsupervised contact with persons applying for or receiving services, unless the warrant is removed.

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150.200: Disqualifications

(A) <u>Lifetime Presumptive Disqualification</u>

A candidate shall be ineligible for a position in a DTA funded or operated program which entails potential unsupervised contact with persons receiving services if he or she has been convicted of any of the crimes listed in Table A, or has any pending charges involving crimes in Table A, unless:

- (1) (a) the candidate's criminal justice official concludes in writing that the candidate, within the position sought in a DTA or vendor agency program, does not pose an unacceptable risk of harm to the persons served by the program, or (b) if the candidate's criminal justice official has been determined by the hiring authority to be unavailable or has indicated to the hiring authority that he or she has insufficient information to render an assessment, then the hiring authority shall, at the candidate's request, seek an assessment (the cost of which shall be borne by the hiring authority) of the candidate's risk of harm from a qualified mental health professional and the qualified mental health professional concludes in writing that the candidate, within the position sought in a DTA funded or operated program, does not pose an unacceptable risk of harm to the persons served by the program; and
- (2) the hiring authority has complied with the provisions of 106 CMR 150. 210.

(B) <u>Discretionary Disqualification</u>

A candidate shall be ineligible for a position in a DTA funded or operated program which entails potential unsupervised contact with persons receiving services if he or she has been convicted of, or has a pending charge for any crime listed in Table B or C unless the hiring authority has complied with the provisions of section 106 CMR 150.210.

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150.210: Provisions for Review of a Candidate in any Disqualification Category

- (A) Each candidate for whom the CORI investigation reveals a "lifetime presumptive disqualification" who has otherwise met the requirements for further consideration set forth in 106 CMR 150.200, or a "discretionary disqualification", shall, unless the hiring authority has decided to withdraw the conditional offer of a position, receive additional review by DTA or the vendor agency program to determine if the candidate poses an unacceptable risk of harm to the persons served by the program within the position sought. In reviewing the candidate's appropriateness for employment given the concern for client safety, due weight shall be given to the following factors:
 - (1) time since the conviction;
 - (2) age of the candidate at the time of the offense;
 - (3) seriousness and specific circumstances of the offense;
 - (4) the nature of the work to be performed;
 - (5) the number of offenses;
 - (6) any relevant evidence of rehabilitation or lack thereof;
 - (7) any other relevant information, including information submitted by the candidate or requested by the hiring authority.

Information considered pursuant to 106 CMR 150.210(A)(7) may include documentation from the candidate's criminal justice official, if not already supplied pursuant to 106 CMR 150.200 (A), treating professional, or other knowledgeable source, such as the police, courts, or prosecuting attorneys.

- (B) Following the review, the hiring authority shall determine whether:
 - (1) To hire the candidate based upon a determination that the candidate does not pose a danger to the program's clients; or
 - (2) To not hire the candidate.

Nothing herein shall be construed as preventing the hiring authority from deciding to not hire the candidate for any other reason.

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(C) If a decision is made to hire the candidate, the hiring authority shall make a written determination of such decision, documenting the considerations outlined in 106 CMR 105.210 (A) (1) through (7), and the rationale for the conclusion that the candidate does not pose a danger to the program's clients within the position sought.

- (D) The hiring authority shall submit such written determination to DTA immediately upon a decision to hire the individual.
 - (1) If the candidate has been convicted of or has a pending charge for any of the crimes listed in Tables A and B, the hiring authority shall not proceed to hire the individual for five business days during which time DTA may, after review of the determination, disapprove the hire.
 - (2) If the candidate has been convicted of any other offense or has a pending charge for any offense listed in Table C, the hiring authority may proceed to hire the individual, unless the provisions of 106 CMR 150.210 (F) apply.
- (E) DTA shall conduct an annual review of such written determinations for candidates with crimes listed in Table C to ensure compliance with the requirements of 106 CMR 150.190, 150.200 and 150.210.
- (F) Based on the annual review pursuant to 106 CMR 150.210 (E) or other relevant information obtained by DTA that raises concerns about the hiring authority's compliance with these requirements, DTA may require the hiring authority to submit such written determinations prior to the hiring of the individual. DTA shall have five business days following receipt of the determination to disapprove the hire. DTA may require the hiring authority to follow such prior review process for as long as it determines is necessary to ensure that the hiring authority is complying with the requirements of 106 CMR 150.190, 150.200 and 150.210.

150.220: Exemption from Certain Requirements

DTA may grant a funded or operated program an exemption from the requirements of 106 CMR 150.210 (D)(1), except for those candidates in the lifetime presumptive disqualification category, upon a determination by DTA that an exemption is warranted following consideration of the following criteria:

- (1) the service needs and level of vulnerability of the clients served by the program;
- (2) the potential benefits and risks to those clients as a result of the exemption; and
- (3) the hiring authority's capacity to perform the review required by 106 CMR 150.210.

Whenever DTA grants the exemption, he/she shall document in writing the basis for determining that the exemption is warranted, including providing an assessment of the level of vulnerability of the clients served by the program. DTA may revoke the exemption at any time and without prior notice. No program shall be eligible for an exemption pursuant to this section if it serves clients 16 years of age or younger or if it serves a population that is primarily 65 years of age or older.

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150.230: Dissemination

CORI records may be disseminated only to individuals certified by the CHSB to receive such information, such as the hiring authority or CORI Coordinator. The hiring authority shall maintain a listing of persons so certified. Willful dissemination of Criminal Offender Record Information to unauthorized individuals is punishable by a jail sentence of up to one year and/or a fine of \$5,000 in addition to civil penalties, pursuant to M.G.L. c. 6 §178.

150.240 : Incidents

Any hiring authority that receives an allegation that a DTA or vendor agency employee with a positive CORI history has harmed a DTA client in a DTA or vendor agency program shall immediately report the allegation to the person designated by DTA for such purposes. Notification shall include documentation of the hiring decision of the hiring authority.

150.250: Severability

If any provisions of 106 CMR 150.100 through 150.240, inclusive, or the applications of such provisions to any person or circumstance are held invalid or unconstitutional, the other provisions of said 106 CMR 150.100 through 150.240, inclusive, or the application of such provisions to any person or circumstance other than that as to which it is held invalid or unconstitutional, shall not be affected thereby.

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150.260: Tables of Offenses

All of the offenses included in 106 CMR 150.260: Tables A, B and C are to be construed as including all violations of Massachusetts law or like violation of the law of another state, the United States, or a military, territorial, or Native American tribal authority.

The hiring authority shall contact the CHSB EOHHS CORI Unit whenever a CORI investigation reveals an offense that is not included in Tables A, B and C and it appears similar in seriousness to included offenses. The CHSB EOHHS CORI Unit in consultation with the Department General Counsel shall determine, taking into account the purposes of 106 CMR 150.100, et seq. if the offense is similar to one of the included offenses. If it is determined to be similar, then it shall be considered to be included in the same table as the included offense. If it is determined to be not similar, then it shall be considered for inclusion into the appropriate table through the regulatory process. Nothing herein shall preclude the hiring authority from considering any criminal conviction not included in any of the tables in Tables A, B and C.

Table A	M.G.L.
A&B, DANGEROUS WEAPON, VICT 60+	c. 265 § 15A (a)
A&B CHILD W/INJURY	c. 265 § 13J
A&B ON RETARDED PERSON	c. 265 § 13F
ADMINISTERING DRUGS/SEX	c. 272 § 3
ARMED ASSAULT W/INTENT TO MURDER OR ROB	c. 265 § 18(b)
ARMED ASSAULT W/INTENT TO MURDER OR ROB, VICT 60	c. 265 § 18(a)
ARMED ASSAULT, DWELLING, W/FELONY INTENT	c. 265 § 18A
ARMED CARJACKING	c. 265 § 21A
ARMED ROBBERY	c. 265 § 17
ASSAULT W/INTENT TO MURDER OR MAIM	c. 265 § 15
ASSAULT W/INTENT TO RAPE	c. 265 § 24
ASSAULT W/INTENT TO RAPE CHILD	c. 265 § 24B
ATTEMPT ESCAPE OR ESCAPE BY PRISONER OR SEX/DANG	c. 268 § 16
ATTEMPT TO MURDER	c. 265 § 16
BURNING DWELLING HOUSE	c. 266 § 1
DISTRIBUTE CONTROLLED SUBSTAN, MINOR	c. 94C § 32F
EXHIBIT POSING CHILD	c. 272 § 29A
EXTORTION	c. 265 § 25
HOME INVASION	c. 265 § 18C
INCEST	c. 272 § 17
INDECENT A&B, CHILD 14 OR OVER	c. 265 § 13H
INDECENT A&B, CHILD UNDER 14	c. 265 § 13B
INDECENT A&B, RETARDED PERSON	c. 265 § 13F
INDUCE MINOR TO PROSTITUTION	c. 272 § 4A

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Table A (continued)	M.G.L.
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KIDNAPPING	c. 265 § 26
MALICIOUS EXPLOSION	c. 266 § 101
MANSLAUGHTER, NEGLIGENCE (MINOR/CHILD)	c. 265 § 13
MANSLAUGHTER	c. 265 § 13
MAYHEM	c. 265 § 14
MURDER	c. 265 § 1
PERJURY	c. 268 § 1
RAPE	c. 265 § 22(b)
RAPE AGGRAVATED	c. 265 § 22(a)
RAPE, STATUTORY	c. 265 § 23
TRAFFICKING IN COCAINE	c. 94C § 32E (b)(4)
TRAFFICKING IN HEROIN	c. 94C § 32E(c)(4)
TRAFFICKING IN MARIJUANA	c. 94C § 32E(a)(4)
UNNATURAL ACTS W/CHILD UNDER 16	c. 272 § 35A
CONSPIRACY TO COMMIT ANY OF ABOVE OFFENSES	
ACCESSORY BEFORE ANY CRIME IN THIS CATEGORY	
ATTEMPTS TO COMMIT ANY CRIME IN THIS CATEGORY	

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A&B DANGEROUS WEAPON	c. 265 § 15A
A&B INTIMIDATION, RACE/COLOR/RELIGION	c. 265 § 39(a)
ACCESSORY BEFORE FACT	c. 274 § 2
ACCESSORY AFTER ACT (VARIABLE)	c. 274 § 4
AID ESCAPE FROM CUSTODY	c. 268 § 17
ASSAULT BY DANGEROUS WEAPON	c. 265 § 15B (b)
ASSAULT BY DANGEROUS WEAPON, VICTIM 60 AND OLDER	c. 265 § 15B (a)
ATTEMPT TO BURN DWELLING HOUSE	c. 266 § 5A
ATTEMPT TO COMMIT CRIME (VARIABLE)	c. 274 § 6
ATTEMPTED EXTORTION	c. 265 § 25
BOMB SCARE	c. 269 § 14
B&E DAY, INTENT COMM FELONY	c. 266 § 18
B&E DAY, INTEND COMM FELONY, FEAR	c. 266 § 17
B&E NIGHT, BLDG/SHIP/M/V, INTEND COMM FELONY	c. 266 § 16
B&E TRUCK, INTEND COMM FELONY	c. 266 § 20A
BRIBERY OF A POLICE OFFICER	c. 268 § 2
BURGLARY, ARMED	c. 266 § 14
BURGLARY, UNARMED	c. 266 § 15
BURNING BUILDING	c. 266 § 2
BURNING M/V or PERSONAL PROPERTY	c. 266 § 5
BURNING TO DEFRAUD INSURANCE CO.	c. 266 § 10
CARRYING DANGEROUS WEAPON, COMMITTING FELONY	c. 269 § 10(b)
CARRYING DANGEROUS WEAPON, SUB OFFENSE	c. 269 § 10(d)
CARRYING LOADED RIFLE/SHOTGUN, PUBLIC WAY	c. 269 § 12D
CIVIL RIGHTS VIOLATION, BODILY INJURY	c. 265 § 37
COMPOUNDING FELONY	c. 268 § 36
CONTRIBUTE DELINQUENCY CHILD	c. 119 § 63
DELIVER ARTICLES TO INMATE	c. 268 § 31
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DERIVING SUPPORT FROM PROSTITUTE	c. 272 § 7
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DRUG PARAPHENELIA	c. 94C § 32I (a)
ENTER W/O BRK, BLDG/SHP/M/V, INT FEL, FEAR	c. 266 § 17
ENTER W/O BRK, NGHT, DWELL, INTEND COMM FELONY	c. 266 § 18
ENTICE FEMALE, SEX, INTERCOURSE	c. 272 § 2
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LARCENY FIREARM	c. 266 § 30
LARCENY, PERSON	c. 266 § 25
LARCENY, PERSON 65+	c. 266 § 25
MANUFACTURE/DISTRIBUTE CLASS A SUBSTANCE	c. 94C § 32
MANUFACTURE/DISTRIBUTE CLASS B SUBSTANCE	c. 94C § 32A
MANUFACTURE/DISTRIBUTE CLASS C SUBSTANCE	c. 94C § 32B
MANUFACTURE/DISTRIBUTE CLASS D SUBSTANCE	c. 94C § 32C
MANUFACTURE/DISTRIBUTE/DISPENSE CLASS B SUBSTANCE	c. 94C § 32A
MFG/DIST/DISPENSE CL A W/IN 1000FT SCHOOL	c. 94C § 32J
MFG/DIST/DISPENSE CL B W/IN 1000FT SCHOOL	c. 94C § 32J
M/V HOMICIDE, NEGLIGENT OPERATION	c. 90 § 24G (b)
M/V HOMICIDE, RECKLESS OPERATION	c. 90 § 24G (b)
M/V HOMICIDE, UNDER INFLUENCE DRUGS, NEGLIGENT OR	c. 90 § 24G (a)
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M/V HOMICIDE, UNDER INFLUENCE LIQUOR	c. 90 §24G (b)
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OPERATE M/V UNDER INFLUENCE, DRUGS, 3RD OFFENSE	c. 90 § 24(1)(a)(1)
OPERATE M/V UNDER INFLUENCE, LIQUOR, 3RD OFFENSE	c. 90 § 24
POSSESS BURGLARIOUS TOOLS	c. 266 § 49
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